

# **Athens ISD**

## **Request for Proposals & Qualifications Providing Professional Engineering Consultant Services**

## **Notice to Public**

### **REQUEST FOR PROPOSALS & QUALIFICATIONS; PROVIDING PROFESSIONAL ENGINEERING CONSULTANT SERVICES TO ATHENS ISD**

Athens ISD is requesting proposals from interested qualified engineering firms to perform engineering, design and professional services necessary for the following project:

#### **Comprehensive Athletic Facility Design for Baseball, Softball, Track and Tennis Area**

Information regarding this project can be obtained from Mr. Barry Choate, Executive Director of Maintenance & Operations, 104 Hawn St., Athens, TX 75751, phone number 903-288-0946, email: [bchoate@athensisd.net](mailto:bchoate@athensisd.net).

The Request for Proposals and Qualification and related technical information may be obtained from Athens ISD's Business Office at 903-677-6937 or by downloading them from the Athens ISD website [athensisd.net](http://athensisd.net).

Written proposals shall be submitted and addressed to Athens ISD, 104 Hawn St., Athens, TX 75751. Proposals shall be sealed in an envelope marked with "Engineering RFP for Athletic Facility Design." The deadline for submission of written proposals is Tuesday September 28, 2021 at 1:00 p.m., at which time they will be publicly opened and read out loud. Submittals received after this date and time shall be rejected.

Athens ISD reserves the right to refuse and reject any and all qualifications, and to waive any or all formalities or technicalities, or to accept the qualification to be the best and most advantageous to the District.

**Athens ISD**  
**Request for Sealed Proposals and Qualifications**  
**for Engineering Services**

PURPOSE OF REQUEST FOR PROPOSALS AND QUALIFICATIONS (RFP)

Athens ISD (“District”) invites the submittal of responses to this Request for Proposals and Qualifications (“RFP”) from qualified firm(s) interested in providing engineering services to the District.

OBJECTIVE

District proposes to retain a highly qualified, capable firm to act as the Engineering Firm to provide engineering services regarding the following project:

**Comprehensive Athletic Facility Design for Baseball, Softball, Track and Tennis Area**

District will give prime consideration to the Engineering Firm with significant, current experience in the development, design and construction of the District’s proposed project.

DISTRICT CONTACT

Sealed submittals, one (1) original and five (5) copies, as well as any questions, clarifications or general information, are to be prepared in response to this RFP and be directed to:

Mr. Barry Choate  
Athens ISD  
Engineering RFP for Athletic Facility Design  
104 Hawn St.  
Athens, TX 75751

The individual above may be contacted for clarification of the specifications of this RFP only. All contact shall be made in written format, electronically (bchoate@athensisd.net), fax or regular mail.

Any non-written representations, explanations or instructions given by the District are not binding and do not form a part of, or alter in any way, the RFP, a written agreement pertinent to the RFP, or the awarding of the contract.

PRE-PROPOSAL CONFERENCE

A Pre-Proposal Conference will be held on Monday, September 20, 2021 at 10:00 a.m. at the Administration Building at 104 Hawn Street, Athens, TX. All interested parties are encouraged to attend. Under no circumstances will private meetings be scheduled between the engineering firm and District staff prior to the submittal deadline.

CONFIDENTIALITY OF RESPONSE CONTENT

All submittals offered in response to this RFP shall be held confidential until an agreement is awarded. Following the agreement award, submittals are subject to release as public information unless the submittal or specific parts of the submittal are shown to be trade secrets and/or proprietary information. District assumes no obligation or responsibility for asserting legal arguments on behalf of potential

responders in this regard.

If a responder believes that a submittal or part of a submittal is confidential, then the responder shall so specify. The responder shall stamp in bold red letters the term “**CONFIDENTIAL**” on that part of the submittal which the responder believes to be confidential. Vague and general claims as to confidentiality shall not be accepted. All submittals and parts of submittals that are not marked as confidential will be automatically considered public information after the agreement is awarded.

#### CONFLICT OF INTEREST

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose the vendor’s or person’s affiliation or business relationship that might cause a conflict of interest with a local government entity. The Conflict of Interest Questionnaire form is available from the Texas Ethics Commission at [www.ethics.state.tx.us](http://www.ethics.state.tx.us). The completed Conflict of Interest Questionnaires shall be included in the response.

Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest may automatically result in the disqualification of the vendor’s submittal.

#### DISCLOSURE OF LITIGATION

Each responder shall include in its submittal a complete disclosure of any civil or criminal litigation or investigation pending which involves the responder or in which the responder has been judged guilty.

#### INDEMNIFICATION

The successful responder shall indemnify, save harmless and exempt the District, its administrators, elected officials and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs or fees incident to any work done as a result of this response and arising out of a willful or negligent act or omission of the successful responder, its officers, agents, servants and employees; provided however, that the successful responder shall not be liable for any suits, actions, legal proceedings, claims, demands, damages, costs, expenses and attorney fees arising out of a willful or negligent act or omission of the District, its administrators, elected officials and employees, or third parties.

#### SUBMITTAL CONTENTS

The contents of the response submittal by the successful firm and this RFP will become part of any contract award. The successful firm shall be expected to sign a contract with the District. The response and this RFP shall be incorporated by reference into the contract as though fully set forth therein.

#### SCOPE OF WORK

The selected Engineer(s) will be required to perform the basic engineering services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed, with options to proceed through all phases or to discontinue work as the circumstances may dictate. Upon selection of a respondent with whom negotiations will proceed, a Scope of Work will be developed. The District reserves the right to include additional project elements in the initial or subsequent professional services agreement as the District may (in its sole discretion) deem appropriate. The Engineer will be required to retain and be responsible for all basic engineering for the scope of work negotiated.

#### SELECTION PROCESS

From a review of the statements of qualifications received, the District may invite firms to be interviewed before making a final selection of a firm for this project. Should the District desire to interview a firm, that firm will receive notification of the date and time of the interview.

The statements of qualifications received will be one part of the selection process utilized by the District, together with any interviews, to determine if an engineering contract should be pursued. District may recommend a short list to District's school board for its consideration. District staff may request that presentations be made in a school board meeting to assist them in their decision.

The selected respondent will then negotiate with the District on fee and contract conditions. If a reasonable fee agreement cannot be achieved with the respondent of choice, negotiations will proceed with the second choice respondent until a mutually agreed contract can be negotiated.

#### ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

- A. **All Information True** – By submitting a response, respondents represent and warrant to the District that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or incomplete information, whether intentional or not, in any of the documents presented to the District for consideration in the selection process may be excluded.
- B. **Cost of Responses** – District will not be responsible for the costs incurred by a firm in submitting a response.
- C. **Contract Negotiations** – This RFP is not to be construed as a contract or as a commitment of any kind. If this RFP results in a contract offer by the District, the specific scope of work, associated fees and other contractual matters will be determined during contract negotiations.
- D. **No Obligation** – District reserves the right to: evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of a submittal; reject any or all respondents submitting responses - should it be deemed in the District's best interest; or cancel the entire process.
- E. **Professional Liability Insurance** – The respondent shall have the appropriate liability insurance written by an insurer authorized to transact insurance business in the State of Texas.

#### CONTENT OF SUBMITTAL

Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page containing the name of the project.

A table of contents should be next, followed by dividers separating each of the following sections:

- **Divider #1: Letter**

The first page following the divider shall be a letter transmitting the response to the District, and stating that the proposal set forth in it remains effective for a period ninety (90) calendar days. The transmittal letter shall contain the original signature of a partner, principal or officer of the respondent.

- **Divider #2: Firm Information**

- a. Firm name, addresses and telephone numbers of all firm offices.
- b. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
- c. Years firm has been in business.
- d. Name of principals in firm.
- e. Primary contact.
- f. Organizational description.
- g. Description of firm's philosophy.

- **Divider #3: General Firm History/Qualifications**

- a. A brief history of the Engineering Firm and the services routinely provided.
- b. The resume of person(s) to be assigned to the project, with his/her prospective role, and identified engineer(s) registered in the State of Texas.

- **Divider #4: Financial and Legal Status**

- a. List any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed.
- b. List all litigation against or involving the firm or its agents or employees with respect to any work performed.
- c. All insurance coverage that the firm has which would be applicable to the work.
- d. Conflict of Interest Questionnaire completed by firm.

- **Divider #5: Experience and References**

- a. Discussion of Engineer's experience in working with school districts and/or governmental agencies.
- b. List of all representative school districts and/or governmental projects, whether ongoing or completed, including references. For each, please provide:
  - i) Project name and location
  - ii) Year completed
  - iii) Short description of project
  - iv) Name, addresses and telephone numbers of owner and contact person tasked with daily responsibilities of project
  - v) Cost of construction for project
  - vi) Names, addresses and telephone numbers of general contractor and engineer
  - vii) Design and construction cost and whether or not it was completed on time
- c. List of all projects currently under contract.

- **Divider #6: Management and Organizational Approach**

On two (2) pages of less, please describe your management and organization approach to the project. The following should be addressed within this description:

- a. Describe your firm's understanding of the project.
- b. Describe how the firm will organize to perform the services.
- c. Provide procedures for assisting in the development of project scheduling, coordination of consultants, quality and cost control.
- d. Describe the Engineering team's approach to communication with the District.

## **General Specifications**

### **TO PROVIDE PROFESSIONAL ENGINEERING CONSULTANT SERVICES FOR ATHENS ISD**

Provide construction drawings, technical specifications, contract documents and inspection to allow for the installation and construction of the following improvements to real property owned by Athens ISD:

#### **Preliminary Phase**

#### **Planning and Design Phase**

#### **Construction Phase**

#### **Compensation for Services**

## Proposal Sheet

\_\_\_\_\_, submits to Athens ISD the following proposal in providing professional engineering consulting services for **Comprehensive Athletic Facility Design for Baseball, Softball, Track and Tennis Area** at real property owned by Athens ISD.

1. Preliminary, Planning and Design: (Lump Sum) \$ \_\_\_\_\_
2. Construction (basic fee): % \_\_\_\_\_
3. Inspections: (Hourly Rate) \$ \_\_\_\_\_

\_\_\_\_\_  
Principal of Firm

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number